## INTERAGENCY HELICOPTER OPERATIONS GUIDE Appendix D - Contract Administration; Agency Flight Payment Documents

## Exhibit D-12: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

			O/	AS-	23 A	4i	r cr	aft Use	Report	t (Cor	nt.)		
							FT Is the slon).	rstem er the end entry for	r FOR ample, 2	s. are \$ 215.73	ш	om 1.0, with a	
					CODE		d 6-9. P	This sy nd mete ed. At i Is, one ardless Codes.	POINT (for exa	ase, etc state of	ILEAGE	bility fr 00 . 30,	
012345	-	AC CONTROL NO.			SIGNED RECEIVED		lines 4 an Item Code	se Codes. Itart and E uld be not urred (that entry, reg	: DECIMAL nights due h a motel I	signated b vithin the s	TRUCKM	of unavaila e entry of	
RED IS FOR OAS USE ONLY	01	SERV. AGMT. NO. AC CC	AGENCY ORDER NO.		ND CHARGE CODES		FLIGHT TIME. Record elapsed time based upon the recorded Start/Stop time. When an approved hour meter is used, entry should be in hours and tenths. See example, lines 4 and 6-9. FT is the most common Pay Item Code to document flight time. However, there are other Flight Time codes such as FN, FY, and PD that should be used when applicable (see Pay Item Code discussion).	USDI requires the documentation of specific types of flight that fall under the broad Pay Item flight codes of FT, FN, FY and FD. This is accomplished through entry of Use Codes. This system requires that the Helicopter Manager track the time spent over the course of a day on various types of flight missions. This tracking is usually accomplished by noting Start and End meter readings on load calculations and/or manifests. Once the helicopter changes missions (for example, from Personnel Transport to Water Dropping), a new Start time should be noted. At the end of the day, flight time for each type of use is totaled, and a line entry made for that Pay Item and Use Code. Note that entries do not have to be made as they actually occurred (that is, one entry for 0.2 personnel transport, then an entry for 1.3 water dropping, followed by an entry of 3.2 for personnel transport). Each type of use can be totaled for the day on one line entry, regardless of whether they were all accomplished at one time, provided that the total flight time of all uses equals to the day. For further Information, see the discussion of Use Codes.	PER DIEM. If applicable government per diem rate is known, enter dollar amount due in Elapsed Time Or Quantity column (round up to nearest dollar). DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES. Enter the number of overnights due (for example, 2 DOLLAR ENTRIES. Enter the number of overnights due (for example, 2 people with 1 overnight, enter 02.00, with a Pay Item Code of FS). When staying in a high rate area as identified in the Federal Travel Regulations, the vendor must attach a motel receipt indicating higher rate paid (price cannot exceed indicated rate for that area).	transportation licenses and fees, rental car charges for transportation of a rellef pilot when the alrcraft is away from the designated base, etc. are to DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES. Example: A licensing fee allowing the fuel truck to operate within the state of \$ 215.73 is C. A Special Charge line entry must be supported by an attached invoice marked as paid.	led while on official government business. Round up to the nearest mile, DISREGARD THE DECIMAL POINT FOR SERVICE TRUCK MILEAGE	DAILY AVAILABILITY. (Note: Daily Availability is rarely used for helicopter procurements.) Enter 01.00 for each day. To reflect Unavailability, deduct 0.1 for each hour of unavailability from 1.0 and enter the difference. For example, if the alrcraft was unavailable for three hours, deduct 0.3 from 1.0 and enter 00.70 with a Pay Item Code of AV. Make a second line entry of 00.30, with a Pay Item Code of UA. Document the reason for the unavailability in the Contract Daily Diary.	
RECEIVED DATE	Q	PILOT NAME (PIC) Print	PILOT NAME (2nd PIC) Print	ОТНЕЯ СВЕЖ МЕМВЕЯ	USER ORGANIZATION AND CHARGE CODES								
RIVE	P.O. BOX 15428 4343 AIRCRAFT DRIVE BCISE, ID 83715-5428 ANCHORAGE, AK 99502-1052 FTS 389-2755/2760 OR 208-389-2755/2709 907-243-3320/4330	PILOT NA	PILOT NA	OTHER C	USE		d, entry ind PD tl	FY and ns. This iel Trans it entries Each typ	column ( 10. If th	ofarell le: Allo voice ma	ile. DIS	y. Tore 00. 70 w	
HE INTERIOR SERVICES 3 AIRCRAFT D			N NO.		BILLEE CODE (		neter Is use	of FT, FN, Int mission in Person. In Note this insport.	Quantity on mple, line sutified in t	Quantity mple, line intified in sportation S. Examp ttached ir	nearest m	for each da and enter	4
28		MODEL	SISTRATIC	RELEASED (Date & TIme)	PILOT TIAL		hour m s such a	nt codes es of fillg iple, fro se Code onnel tra	TIme Or See exa sa as ide	for tran ENTRIE by an a	p to the	01 00 f rom 1 0	
U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES PO. BOX 15428 4343 AIRCRAFT I		). AIRCRAFT MAKE & MODEL	AIRCRAFT FAA REGISTRATION NO.		PAYLOAD		approved Time codes	y Item fligh arlous type s (for exam Item and U 2.2 for persc	yy flem flig varlous typ is (for exan Item and L i.2 for pers II uses equ In Elapsed D Column. iigh rate ar ar charges	. Round u	nts.) Enter leduct 0.31 Diary.		
č			AIRCE	RELE	PAX		When ar Fllght	oad Pa ay on v nissions nat Pay   try of 3.	nt due l VYLOAE g in a hi	transportation licenses and fees, rental car charges for transportation of a rellef pliot when to DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES. Example: A licensing fee all SC. A Special Charge line entry must be supported by an attached invoice marked as paid. Ited while on official government business. Round up to the nearest mile, DISREGARD THE	ial government busines:	DAILY AVAILABILITY. (Note: Daily Availability is rarely used for helicopter procurements.) Eand enter the difference. For example, If the alrcraft was unavallable for three hours, deduct Pay Item Code of UA. Document the reason for the unavailability in the Contract Daily Diary.	
	389-2755	ITEM NO.	/St,)		PAY ITEM Y CODE		tlme. V	erthe buse of a danges na ferthe forth yan en	m rate Is known, enter dollar amoun ple incurring the per diem under PA ay Item Code of FS). When stayinr eed IndIcated rate for that area).				
ВТ			D BASE (CIty		ELAPSED TIME OR QUANTITY	·	upon the recorded Start/Stop i Ilght time. However, there an	t fall unde the cours copter ch: entry mac ollowed b					Ц
REPORT		CONTRACT/BOA NO.	AIRCRAFT DESIGNATED BASE (CIty/St.)	HIRED (Date & Time)	STOP			fflight tha pent over te the heli and a line ropping, f	known, e rring the p Code of F cated rate		ily used fo was unav: navailabil		
		CONTRAC	AIRCRAFT	HIRED (D	START			ic types o the time s ests. Onc s totaled, 3 water d	em rate Is ople incu a Pay Item ceed IndI	as transpoer to DISF of SC. A		lity is rare e alrcraft ı for the u	
<b>∩</b> ⊢:	S FORM IS FOMATED				FAA IDENTIFIER SOM TO		based cument	f specifier track or manifold to lead	nt per di per of pe 0, with a	s such Rememb Pay Item	eage tra	Availabi ple, If th e reaso	
RAF	PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOWATED SYSTEM	RESS			IDEN FROM		sed time le to do	tation o Manage ns and/c ch type n an en	/ernmei ie numb :er 02, 0 price ca	charges unts. R	nter mile 3.5.	: Daily , or exam ment th	
AIRCRAFT		COMPANY NAME & ADDRESS		TELEPHONE NO.	DATE M D Y	•	FLIGHT TIME. Record elapsed time based up most common Pay Item Code to document fil	the documen the Helicopter oad calculation plit time for ear transport, the	PER DIEM. If applicable government per dler DOLLAR ENTRIES. Enter the number of peoppeople with 1 overnight, enter 02, 00, with a Findicating higher rate pald (price cannot exce	SPECIAL CHARGE. Special charges such as entered in whole dollar amounts. Remember would be entered as 02 . 16 with a Pay Item of	SERVICE TRUCK MILES, Enter mileage trave ENTRIES. See example, line 5.	DAILY AVAILABILITY. (Note: Daily Availabilit and enter the difference. For example, if the Pay Item Code of UA. Document the reason i	
0AS-23 (09/91)	PLEAS AN IN	COME		TELE		÷	4T TIME. commor	requires res that t ngs on lo day, fllg rsonnel	OIEM. If AR ENT le with 1 ating hig	IAL CHA ed In wh	ICE TRU IES. Se	/ AVAILA nter the em Code	Ш
							FLIGH	USDI requil readii of the 0.2 pe	PER I DOLL peopl Indica	SPEC enter would	SERV	DAIL) and e	

D-17 January 2002

## INTERAGENCY HELICOPTER OPERATIONS GUIDE Appendix D - Contract Administration; Agency Flight Payment Documents

## Exhibit D-13: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

				<i>,</i> , , ,		, ,		<u> </u>			.cpoi			,
							y it the	600 to			llability, ng ordered	/ for each le, Ilne 3.	rt met at Iso state ontract, bul	accrued ment the by the
					TAX		ocumer	eriod (1			ılar ava ity durir	ailability exampl	ee is no st may a antee co	ght time to docu itialed k
L	012345	AC CONTROL NO.			SIGNED RECEIVED		p time fi	tandby p		and for	olus regi availabil v).	nded av	guarant contrac	If the filly is made 23 and in
		AC CON		AGENCY ORDER NO.			and Stc tem Coc	3-hour s		avallable	lability, s) of un ity belov	s of exte mechar	le. If the wn. The 140-ho	ntract). In entry ie OAS-;
USE ONLY		MT. NO.	RDER NC		USER ORGANIZATION AND CHARGE CODES		ter Starf ng Pay I	to 1400, then becomes unavallable for 2 hours from 1400 to 1600, then returns to availability status for the remainder of the regular 8-hour standby period (1600 to		The contract will specifically state how to enter avallability/unavallability for parts of an hour alrcraft was unavallable and for non-consecutive periods of unavailability over the course of the day.	ded aval I period( \vailabil	ent periods and amounts duty day for drivers and	/ guarantee entry is mad and the actual hours flo s not accrued. Example	for the national CWN cc urs are actually flown. v ust be documented on ti
RED IS FOR OAS USE ONLY		SERV. AGMT. NO.	GENCY C		D CHARG		oer to en ollity usi				Extend entering tended A			
REDIST		0)	4		ATION ANI		Rememb				perlod) and on (see Ext			
RECEIVED DATE		‡	C) Print	EB.	ORGANIZ		nours). ours of u	for the r		parts of	allability ilability, k driver	ng differ 16-hour	No daily of hours Ilght wa	4 hours y 2.4 ho antee m
- REC		IE (PIC) Pr	E (2nd PIC	EW MEME	USER		/8 or 9 h d the ho	status		IIIty for	hour ava ided ava iice truc	reflectir s or the	period. number o	A's and , but on! he guara
Ļ	VE 1502-1052	PILOT NAME (PIC) Print	PILOT NAME (2nd PIC) Print	OTHER CREW MEMBER	USE		(usually en recor	ailability		navallab he day.	18 or 9- of exten and serv	s, often ot crews	ontract anteed r taln am	s for BO arantee waive t
ERIOR ICES	4343 AIHCKAF I DHIVE ANCHORAGE, AK 99502-1052 907-243-3320/4330	а.					contract billty, th	ns to av		ability/u urse of 1	e norma an hour chan <b>i</b> c,	ne entrie Ingle-pll	of the c the guar ind a cei	2-3 hour -hour gu ement to
U.S. DEPARTMENT OF THE INTERIOR OFFICE OF AIRCRAFT SERVICES	P.O. BOX 15428 4343 AIRCRAFT DRIVE BOISE, ID 83715-5428 ANCHORAGE, AK 99502 FTS 389-2755/2760 OH 208-389-2755/2760 907-243-33204330		AIRCRAFT FAA REGISTRATION NO.		SILLEE		d in the of avalla	en retur		ter avall er the co	yond th parts of silot, me	arate lin lay for s	e course etween allable a	usually 3 mple: 3 nis agre
BTMENT COF AIRCE		E & MODE			PAYLOAD PILOT INI-		er state I hours	1600, th		w to end	ment be ntering   ies for p	ites, sep ir duty c	over the rence b as unav	rantee ( ed. Exa wever, tl
U.S. DEPA OFFICE		. AIRCRAFT MAKE & MODEL	AFT FAA	RELEASED (Date & Time)			m numb ie actua	1400 to		state ho nava <b>il</b> ak	govern ins on e	ct so sta e 14-hou	ed hours the diffe ircraft w	ally gua is enter tee. Ho
			AIRCR	RELEA	PAX		maxImu ecord th	or 2 hours from	vIII specifically ve periods of u	cifically ods of u	ed by the nstructi equired	contra	GUARANTEE. Exclusive-use helicopter contracts may be based upon a number of guaranteed hours over the course of the contract period. No daily guarantee entry is made on the last OAS-23 submitted reflecting the difference between the guaranteed number of hours and the actual hours flown. The contract may also state that the guarantee may be reduced by a certain number of hours for parts of days when the alrcraft was unavallable and a certain amount of flight was not accrued. Example: 140-hour guarantee contract, but only 119 hours are flown. The final entry is 21 : 00 GT.	For BOA's or the national Interagency CWN Type 1 and 2 contract, there may be a minimum dally guarantee (usually 2-3 hours for BOA's and 4 hours for the national CWN contract). If the flight time accrued does not meet the guarantee, then the difference between the guarantee and the hours flown is entered. Example: 3-hour guarantee, but only 2.4 hours are actually flown. An entry is made to document the flight time, with the next line entry being 00. 60 GT. Note that vendors may waive the guarantee, However, this agreement to waive the guarantee must be documented on the OAS-23 and initialed by the vendor or pilot.
	389-2755/	ITEM NO.	St.)		PAY ITEM Y CODE		o to the I			The contract will specifically state how to enter avallability/unavallal non-consecutive periods of unavailability over the course of the day.	s ordere act for in ss and re	EXTENDED PILOT, MECHANIC, or SERVICE TRUCK DRIVER AVAILABILITY. When the contract so states, separate line entries, often reflecting different periods and amounts of extended availability, for each individual, must be entered. Extended availability, plus regular availability, cannot exceed the 14-hour duty day for slingle-pilot crews or the 16-hour duty day for drivers and mechanics. See example, line 3.		
-	FTS		SASE (Clty	HIRED (Date & TIme)	ELAPSED TIME OR QUANTITY	oplity up	bility up	ailable fe			ls, hours e contra am Code			
REPORT	SED AS KSTEM	30A NO.	AIRCRAFT DESIGNATED BASE (Glty/St.)		STOP		HOURLY AVAILABILITY. See example, lines 1-2. Enter hours of availability up to the maximum number stated in the contract (usually 8 or 9 hours). Remember to enter Start and Stop time for hourly availability in 24-hour clock time. If aircraft becomes unavailable during the period, record the actual hours of availability, then record the hours of unavailability using Pay Item Code UH. Document the reason for the unavailability in the Contract Daily Dlary.	omes unav	Pay Code		EXTENDED AVAILABILITY. Enter hours of extended availability (that is, hours ordered by the government beyond the normal 8- or 9-hour availability period). Extended availability, plus regular availability, consult the contract for instructions on entering parts of an hour of extended availability, and on entering period(s) of unavailability during ordered extended availability below).			
USERI		CONTRACT/BOA NO.	AIRCRAFT D		START			0, then bec		04.00 AH 02.00 UH 02.00 AH	nded avalla ilot crews. s have sepa			
_	ORM IS U				A IFIER TO		Ines 1-2 craft bec ract Dal				of exter single p		r contracts may entry is made o certain numbe y is 21 . 00 GT.	WN Typ lifferenc g 00 . 60
AF	AS THIS F AN AUTO	ESS			FAA IDENTIFI FROM		HOURLY AVAILABILITY. See example, Ilnes 1-2. Enter I availability in 24-hour clock time. If aircraft becomes ur eason for the unavallability in the Contract Dally Diary.	Example: Aircraft is available from 1000 1800). Record as follows:	Elapsed		er hours day for: copter c		SUARANTEE. Exclusive-use helicopter of the end of the contract period, then an end that the guarantee may be reduced by a contract the guarantee may be reduced by a contract the flust are flown. The flust entry	For BOA's or the national interagency CV does not meet the guarantee, then the diffight time, with the next line entry being vendor or pllot.
AIRCRAFT	PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTOMATED SYSTEM	COMPANY NAME & ADDRESS		<u>o</u>	>	•					ITY. Ent our duty lost heli		e-use h period, 1 be redu n. The fl	al Intera antee, th t line en
	E PRINT.	PANY NAM		TELEPHONE NO	DATE A D	•	ABILITY 4-hour c ınavallal	Example: Aircraft is avail 1800). Record as follows:	Stop	1400 1600 1800	VILABILI the 14-h obility. N	OT, MEC t be ente	Exclusiv ontract tee may are flow	e natlon he guar. the nex
OAS-23 (09/91)	PLEAS AN IN	COMF		TELE		÷	Y AVAIL Illty In 2 <sup>,</sup> for the u	e. Aircr Record a	Start	1000 1400 1600	DED AV/ exceed t	DED PIL ıal, mus	NTEE   of the c guarant	For BOA's or th does not meet ti flight time, with vendor or pllot.
							HOURL avallabl reason	Examp 1800). I	ž	0 <del>4</del> 4	EXTENI cannot extende	EXTENI	GUARA the end that the only 11(	For BO, does no flight til vendor

D-18 January 2002

Consult the national CWN contract for applicable guarantees on the day of mobilization or demobilization. See Pay Item discussion for other codes used.